



Tennessee Department of Children's Services

## Protocol for DCS Statewide PREA Coordinator

### Supplemental to DCS Policy: 18.8 Zero-Tolerance Standards and Guidelines for Sexual Abuse, Sexual Harassment, Assault or Rape Incidents and Prison Rape Elimination Act (PREA)

The Department of Children's Services (DCS) is required to designate an upper-level, Statewide PREA Coordinator (SPC) with sufficient time, resources, and authority to develop, implement, and oversee agency efforts to comply with the PREA standards in all of its facilities and contract providers that meet the PREA requirement. The DCS SPC monitors PREA requirements for all applicable state-owned facilities and contract agencies and provides PREA oversight by performing the responsibilities below:

#### **Documentation Requirements:**

1. Collects their **monthly** PREA reports and requests other documents as needed from each agency and facility that falls under the PREA guidelines.
2. Obtains a copy of the signed [\*\*CS-1045, Staffing Plan Assessment\*\*](#) at least **annually** from the agency/facility PREA Coordinator and maintains these documents electronically.

#### **PREA Incidents and Investigations:**

1. Reviews and responds to PREA related incidents in the Incident Reporting System and through screen outs received by the Child Abuse Hotline.
2. Assigns all cases to the DCS PREA Investigator that meets the PREA definition for sexual harassment and/or abuse and has not been assigned to the Special Investigators Unit (SIU).
3. Reviews all closed sexual abuse and sexual harassment cases both from SIU and the PREA Investigator.
4. Maintains a log with the outcomes of all PREA investigations.
5. Follows up with all agencies with results from investigations that involve their youth., to include:
  - ◆ Outcomes of the investigation;
  - ◆ Confirmation the retaliation logs are being maintained; and
  - ◆ Review of any prevention or corrective action plans that result from an investigation.
6. Supervises the DCS PREA Investigator and ensures that cases are opened and closed in a timely manner.

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7. Serves as the approving authority for the investigations conducted by the PREA Investigator and has the right to overturn an outcome based on evidence in the case.

### **Facility/Agency Audits and Review Teams:**

1. Assists with the development and implementation of all PREA related trainings. Also, provides training, support, consultation and technical assistance as needed for all applicable agencies and facilities.
2. Assists with preparing for their federally required audits, when requested. Provides technical assistance and answers auditor questions, as needed, to assist the agency/facility with being in full compliance with PREA.
  - ◆ If an agency has an identified finding from their federal audit that requires a corrective action, the SPC works with the agency to correct it.
3. Conducts a comprehensive review of the residential contract agencies, state operated facilities and Youth Development Centers **annually** to ensure they are complying with the PREA standards. This annual review is an on-site mini audit for the agency/facility and includes the following:
  - ◆ Reviews paper, electronic files and documents;
  - ◆ Conducts interviews; and
  - ◆ Tours all facilities.
4. Attends the Provider Quality Team meeting weekly:
  - ◆ Reports any PREA concerns to the team;
  - ◆ Maintains a log of all issues that are brought before the team; and
  - ◆ Develops a quarterly progress report to review with the supervisor and the team for the purpose of reducing risks.

### **Wilder Youth Development Center (YDC):**

In addition to completing all responsibilities in the previous sections for Wilder (YDC), the SPC is also the official PREA Coordinator for the facility. The SPC works alongside the PREA Compliance Manager at Wilder to prepare for the federal audits and ensure that the facility is in full compliance.

### **Data Collection:**

Maintains and provides data for the annual Governor's Compliance Report and the Survey of Sexual Victimization Report for the Bureau of Justice.